



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

July 1, 2016

CONTRACT TITLE: MODEL YEAR 2016 FLEET PASSENGER AND CARGO VANS

CURRENT CONTRACT PERIOD:	October 15, 2015 through December 31, 2016 (Dodge models) October 15, 2015 through December 31, 2016 (Ford & Chevrolet Express models)
RENEWAL INFORMATION:	NO RENEWAL OPTIONS AVAILABLE
BUYER INFORMATION:	Teri Schulte (573) 522-3296 Teri.schulte@oa.mo.gov

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.

Local Purchase Authority shall not be used to purchase supplies/services included
in this contract unless specifically allowed by the contract terms.

The entire contract document may be viewed and printed from the Division of Purchasing's **Awarded Bid & Contract Document Search** located on the Internet at <http://oa.mo.gov/purchasing>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C116024001	4313059400 2	Capitol Chrysler Dodge Jeep Ram 3201 Missouri Blvd. Jefferson City, MO 65109 (573) 893-5000 (573) 893-8256 fax <u>Contacts:</u> Jeff Smith – jsmith@capitolcitycars.com Jerry Dunn – jdunn@capitolcitycars.com	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
C116024002	4746580860 1	<p>Joe Machens Ford Lincoln 1911 W. Worley Columbia, MO 65203 (573) 445-4411 (573) 445-8164 fax</p> <p><u>Contact:</u></p> <p>Kelly Sells – ksells@machens.com</p>	No	Yes
C116024003	4313370020 1	<p>Don Brown Chevrolet Inc. 2244 South Kingshighway St. Louis, MO 63110 (314) 772-1400 (314) 772-1022 fax</p> <p><u>Contact:</u></p> <p>David Helterbrand – dave@donbrownchevrolet.com</p>	No	Yes

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
October 15, 2015 through December 31, 2016	07/01/16	Roll-Over Extension completed for contract C116024001 (Capitol Chrysler).
October 15, 2015 through December 31, 2016	06/01/16	Roll-Over Extension on Contract C116024002.
October 15, 2015 through December 31, 2016	05/17/16	Roll-Over Extension on Contract C116024003.
October 15, 2015 through End of 2016 Model Year	02/24/16	Order cut-off date updated for Ford Transit Connect.
October 15, 2015 through End of 2016 Model Year	02/16/16	Order cut-off dates added for Dodge models.
October 15, 2015 through End of 2016 Model Year	02/08/16	Added order cut-off dates for Express Cargo Van and Express Passenger Vans.
October 15, 2015 through End of 2016 Model Year	02/01/16	Added order cut-off date for Ford Transit Connect.
October 15, 2015 through End of 2016 Model Year	12/24/15	Updated vendor number for C116024002 due to assignment of contract to Joe Machens Ford Lincoln.
October 15, 2015 through End of 2016 Model Year	10/15/15	Initial issuance of new statewide contract

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

GENERAL INFORMATION

SAM 2 User Note: The state agency user will note that not all line item numbers on this notice and on SAM 2 are consecutively numbered. This is because the numbering herein follows the numbering from the RFP, which will also be the numbering the contractor will use for invoicing. For reasons of consistency between the RFP document and the contract, the line items herein follow the RFP even though they are not consecutive. SAM 2 line item numbering should match numbering on this statewide notice.

Vehicle specifications and prices, including options, are included herein.

ORDERING

Note to State Agencies: Prior to making a vehicle purchase, the state agency must complete a vehicle pre-approval form and submit to Cindy Dixon, State Fleet Manager. The pre-approval form can be found at the following website address:

<http://oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits>

Once the state agency receives approval from the State Fleet Manager, the agency shall issue its own PGQ (Quick Price Agreement) order. The contractor must not ship until they are in receipt of a hard copy PGQ order.

SPECIFIC CONTRACTUAL AND PERFORMANCE REQUIREMENTS OF THE CONTRACTORS:

General:

The contractor shall provide 2016 model year fleet passenger and cargo vans with all manufacturer standard equipment and any additional equipment required by the State of Missouri on an as needed, if needed basis. The base price on contract shall include all mandatory requirements and specifications presented herein.

All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are expressly deleted or are specified to be other than standard.

All options and/or accessories stated herein must be manufacturer's original equipment. Aftermarket options and/or accessories shall not be acceptable.

As applicable, all options must be factory installed.

Each vehicle shall be clean, lubricated, serviced and ready for immediate service. This shall include installation of all required options and accessories and removal of all plastic from interior and exterior of the vehicle.

Warranty:

The Standard Factory Warranty shall apply to all vehicles. A properly executed warranty must be delivered with the vehicle. The warranty shall not become effective until the vehicle is placed into service.

Order Documentation Requirement:

At no cost to the State of Missouri, and upon request of the state agency, the contractor must provide a copy of the order documentation submitted to the manufacturer when ordering each vehicle.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Delivery:

Delivery must be made between the hours of 8:00 a.m. and 12:00 Noon or 1:00 p.m. and 4:00 p.m., Monday through Friday, holidays excepted.

The contractor shall notify the state agency a minimum of twenty-four (24) hours prior to delivery of the vehicle to the state agency location.

The contractor must understand and plan accordingly that upon delivery the state agency representative must verify the vehicle delivered has all required equipment and options and that nothing was damaged during the delivery of the vehicle. If something is damaged during delivery of the vehicle the contractor shall be responsible for all costs associated with the repair of any such damage.

Each vehicle shall be delivered with the proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.

Each vehicle shall be delivered with the owner's manual.

The contractor shall comply with the manufacturer's recommended pre-delivery service.

In the event the contractor fails to deliver the vehicle by the stated ARO time, the State of Missouri reserves the right to find the same or similar vehicle from another source, and to charge the contractor the difference for the substitution. In assessing the applicability of this provision, the State of Missouri will consider the degree of contractor responsibility in the delay.

The contractor shall understand and agree that the delivery charges (line items 051 or 052) shall not be applied nor invoiced to vehicles purchased by and delivered to Missouri state agencies. Any delivery charges shall only apply to public entities making purchases through the Missouri Cooperative Procurement Program. The contractor shall be entitled to receive the per mile delivery price (line item 051) or the guaranteed, not-to-exceed total delivery price per vehicle (line item 052) which can only be assessed for delivery of a vehicle to any cooperative entity throughout the State of Missouri. If the contractor proposes both the per mile delivery price and the guaranteed, not-to-exceed total delivery price, the contractor shall understand that the total delivery price assessed by way of the per mile price (line item 051) shall not exceed the guaranteed-not-to-exceed total delivery price per vehicle (line item 052). The lesser of the two prices (line items 051 or 052) shall be charged to the public entity.

Potential Recall or Manufacturer Initiated Customer Service Action/Notification Requirement:

The contractor shall be responsible for accessing potential recall notices from the National Highway Traffic Safety Administration (NHTSA), as well as any manufacturer initiated customer service actions prior to delivering the vehicles to the state agency location. If a recall or customer service action is found for the vehicle being delivered to the state agency, the contractor should, to the best of their ability, complete the necessary action(s) prior to delivery. If the contractor is unable to address the required recall or customer service action(s) prior to delivery, the contractor must inform the state agency of the "open" recall or customer service action upon delivery. The contractor shall then assist the state agency in getting the recall or customer service action(s) completed as quickly as possible.

Financial Responsibility:

The State of Missouri recognizes that dealerships may make financial arrangements that result in a finance company retaining a security interest in vehicles the State of Missouri purchases until such time as the dealership receives payment in full for those vehicles. The contractor shall understand and agree that a separate "Acknowledgement of Security Interest and Assignment" or similar document shall not be necessary and shall not be signed by the State of Missouri.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Substitutions:

The contractor shall not substitute any item(s) that has been awarded to the contractor without the prior written approval of the Division of Purchasing.

In the event an item becomes unavailable, the contractor shall be responsible for providing a suitable substitute item. The contractor's failure to provide an acceptable substitute may result in cancellation or termination of the contract.

Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The contractor shall understand that the state reserves the right to allow the substitution of any new or different product/system offered by the contractor. The Division of Purchasing shall be the final authority as to acceptability of any proposed substitution.

Any item substitution shall require a formal contract amendment authorized by the Division of Purchasing prior to the state acquiring the substitute item under the contract.

The state may choose not to compel an item substitution in the event requiring a substitution would be deemed unreasonable in the sole opinion of the State of Missouri. The contractor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the contractor.

Replacement of Damaged Product:

The contractor shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

NOTE: IF ANY OF THE ABOVE PERFORMANCE REQUIRMENTS ARE NOT MET AND/OR VEHICLE DELIVERED DOES NOT HAVE ALL NECESSARY EQUIPMENT, PLEASE CONTACT TERI SCHULTE AT (573) 522-3296 OR teri.schulte@oa.mo.gov.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Contract Number: C116024001

Contractor: Capitol Chrysler, Dodge, Jeep, Ram

LINE ITEM 001 – Seven (7) Passenger Mini-Van; Alternative Fuel

Commodity Service Code: 07007

MAKE/MODEL: Dodge Grand Caravan RTKH53

PRICE: \$21,572.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

3.6 Liter, 6 cylinder engine; Flex-Fuel	121.2" Wheelbase
202.5" Overall Length	Automatic 6 Speed Transmission
Power Steering	Five (5) All Season Tires (compact spare acceptable)
Cloth Seats	2 nd & 3 rd Row Seating shall be "Fold Flat" Type
Power Windows, Door Locks & Exterior Mirrors	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Supplemental Side-Curtain Air Bags
Manufacturer's Standard AM/FM Radio	Full Length Carpeting
Colored Key Front and Rear Floor Mats	Two (2) Sets of Keys
4-Wheel ABS, Brakes	Rear View Day/Night Mirror
Speed Control and Tilt Wheel	Passenger Assist Handle
Daytime Running Lamps	Electric Rear Window Defroster
Remote Keyless Entry with Two (2) Transmitters	6,050 lbs GVWR
Rear Dome Lamp	Passenger Side Sun Visor with Mirror
Overhead Console	
Intermittent Windshield Wipers	
Outside Temperature Display in Odometer	

Available Exterior Colors: Billet Silver, Brilliant Black Cashmere, Bright White,
Deep Cherry Red, Granite, Redline, True Blue

Available Interior Colors: Black/Light Graystone; Black/Sandstorm

EPA Fuel Mileage Per Gallon:	City – 17	Fuel Tank Size: 20 gallons
	Highway – 25	
	CAFÉ Rating – 33.96016	

AVAILABLE OPTIONS

Line Item 003 – 3rd Set of Keys (ignition and door locks) \$240.00

Line Item 005 – Backup Camera \$525.00

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: 90-120 Days ARO – Subject to Delays

WARRANTY: 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Contract Number: C116024002

Contractor: Joe Machens Ford

Line Item 007 – Cargo Mini-Van
Commodity Service Code: 07092

MAKE/MODEL: Ford Transit Connect Cargo Van XL LWB

PRICE: \$20,737.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

2.5 Liter iVCT, 4 Cylinder Engine, Flex Fuel	120.6" Wheelbase
189.7" Overall Length	Front Wheel Drive
Six (6) Speed Automatic Transmission	5,270 Lbs. GVWR
Electric Power Steering	215/55R16 97H XL All Season Tires with Full Size Spare
Front Vinyl Bucket Seats	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys (Ignition and Door Lock)
Manufacturer's Standard AM/FM Radio	Power Windows, Door Locks & Heated Exterior Mirrors
Full Length Vinyl/Rubber Flooring	Daytime Running Lamps
Speed Control and Tilt Wheel	Two (2) Cupholders
4 Wheel ABS Brakes	12 V Powerpoint
Remote Keyless Entry with Two (2) Transmitters	Audio Input Jack
Cargo Tie Down Hooks	Two (2) Speakers
Manual Seats	180 Degree Rear Swing Out Cargo Doors
Dual Sliding Side Doors	Cargo Area Light
Dome Lamp	

Available Exterior Colors: Frozen White, Silver, Shadow Black, Race Red, Dark Blue

Available Interior Colors: Pewter Vinyl (\$100 extra for Charcoal Cloth – utilize the miscellaneous line item)

EPA Fuel Mileage Per Gallon:	City – 20	Fuel Tank Size:	15.8 gallons
	Highway – 28		
	CAFÉ Rating – 29.6074		

AVAILABLE OPTIONS

Line Item 008 – 3rd Set of Keys (ignition and door locks) **\$150.00**

Line Item 009 – Electric Rear Window Defroster **\$420.00**
(includes rear door windows)

Line Item 010 – Rear Door Windows **\$270.00**

Line Item 011 – Driver/Passenger Protection Panel; wire mesh **\$450.00**

Line Item 014 – Backup Camera **\$550.00**

Line Item 016 – Cargo Van Group Options **\$1,250.00**
(includes steel racks and bins package
with wire mesh window screens)

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? YES – 98G Propane and CNG available

****must add CNG/LPG Prep Package for \$268 – plus call for options on tank sizes and prices**
(utilize the miscellaneous line item)

DELIVERY: 160-180 Days ARO – Subject to Delays

WARRANTY: 3 year (36,000 miles) bumper to bumper; 5 year (60,000 miles) on the power train.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Contract Number: C116024003

Contractor: Don Brown Chevrolet

Line Item 017 – Twelve (12) Passenger Full-Size Van

Commodity Service Code: 07092

MAKE/MODEL: Chevrolet Express 2500

PRICE: \$24,385.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

4.8 Liter, V8 Engine	135" Wheelbase
224.10" Overall Length	Rear Wheel Drive
Six (6) Speed Automatic Transmission	8,600 Lbs. GVWR
2,734 lbs. Payload	Manufacturers Standard Roll Stability Control
Power Steering	LT245-75-R16E All Season Tires with Full Size Spare
Front/Rear Vinyl Seats	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys (Ignition and Door Lock)
AM/FM Stereo/MP3	Power Windows, Door Locks & Exterior Mirrors
Vinyl Flooring	Daytime Running Lamps
Speed Control and Tilt Wheel	Three (3) Cup Holders
4 Wheel ABS Brakes	12 V Outlet
Console with Storage	Side-Impact Air Bags

Available Exterior Colors: Summit White, Red Hot, Black, Wheatland Yellow

Available Interior Colors: Medium Pewter

EPA Fuel Mileage Per Gallon:	City – 11	Fuel Tank Size:	31 gallons
	Highway – 17		
	CAFÉ Rating – TBD		

AVAILABLE OPTIONS

<u>Line Item 018</u> – 3 rd Set of Keys (ignition and door locks)	<u>\$39.00</u>
<u>Line Item 019</u> – Towing Package: Manufacturer's Standard	<u>\$254.00</u>
<u>Line Item 020</u> – Door: Sliding Side	<u>\$138.00</u>
<u>Line Item 022</u> – Backup Camera	<u>\$183.00</u>
<u>Line Item 023</u> – Engine: Larger Size (6.0L V8 Flex Fuel)	<u>\$892.00</u>
<u>Line Item 025</u> – GVWR Upgrade (9600 GVWR)	<u>\$2,453.00</u>

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: 90 Days ARO – Subject to Delays

WARRANTY: 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Contract Number: C116024003

Contractor: Don Brown Chevrolet

Line Item 026 – Fifteen (15) Passenger Extended Length Full-Size Van

Commodity Service Code: 07092

MAKE/MODEL: Chevrolet Express 15 Passenger

PRICE: \$26,970.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

4.8 Liter V8 Engine	155" Wheelbase
244.1" Overall Length	Manufacturer's Standard Stabilitrak
Six (6) Speed Automatic Transmission	9,600 Lbs. GVWR
3,195 lbs. Payload	4 Wheel ABS Brakes
Power Steering	5 - LT245/75R16E All Season Tires
Front/Rear Vinyl Seats	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys (Ignition and Door Lock)
AM/FM/MP3	Power Windows, Door Locks & Exterior Mirrors
Vinyl Flooring	Daytime Running Lamps
Speed Control and Tilt Wheel	3 Cup Holders
Rear Wheel Drive	12 Volt Outlets
Head Curtain Side-Impact Air Bags	

Available Exterior Colors: White, Black, Red

Available Interior Colors: Medium Pewter

EPA Fuel Mileage Per Gallon: City – 11
Highway – 17
CAFÉ Rating – TBD

Fuel Tank Size: 31 gallons

AVAILABLE OPTIONS

Line Item 027 – 3rd Set of Keys (ignition and door locks) \$39.00

Line Item 028 – Towing Package: Manufacturer's Standard \$254.00

Line Item 029 – Door: Sliding Side \$138.00

Line Item 031 – Backup Camera \$183.00

Line Item 032 – Engine: Larger Size (6.0L) \$892.00

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: 90 Days ARO – Subject to Delays

WARRANTY: 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Contract Number: C116024003

Contractor: Don Brown Chevrolet

Line Item 035 – Full-Size Cargo Van

Commodity Service Code: 07092

MAKE/MODEL: Chevrolet Express Cargo 2500

PRICE: \$22,076.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

4.8 Liter V8 Engine	135" Wheelbase
224.10" Overall Length	Rear Wheel Drive
Six (6) Speed Automatic Transmission	8,600 Lbs. GVWR
3,264 lbs. Payload	StabiliTrak Roll Stability Control
Power Steering	LT245-75-R16E All Season Tires with Full Size Spare
Front Vinyl Bucket Seats	Dual Frontal Air Bags
Front and Rear Vinyl Floors	12 Volt Outlet
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys (Ignition and Door Lock)
AM/FM/MP3	4 Wheel ABS Brakes
Daytime Running Lamps	Cupholders
Speed Control and Tilt Wheel	

Available Exterior Colors: Red, Black, White

Available Interior Colors: Medium Pewter

EPA Fuel Mileage Per Gallon: City – 11
Highway – 17
CAFÉ Rating – TBD

Fuel Tank Size: 31 gallons

AVAILABLE OPTIONS

Line Item 036 – 3rd Set of Keys (ignition and door locks) \$39.00

Line Item 037 – Towing Package: Manufacturer's Standard \$254.00

Line Item 038 – Door: Sliding Side \$138.00

**Line Item 039 – Power Exterior Mirrors \$107.00
(Power windows & door locks standard)**

Line Item 041 – Driver/Passenger Protection Panel \$543.00

Line Item 042 – Rear Door Windows \$54.00

Line Item 043 – Backup Camera \$187.00

**Line Item 044 – Engine: Larger Size \$892.00
(6.0L)**

**Line Item 045 – Engine: Diesel \$11,531.00
(6.6L Diesel)**

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

Line Item 046 – Extended Length **\$1,874.00**
Wheelbase Length: 155”
Overall Length: 244.10”

Line Item 049 – GVWR Upgrade **\$3,093.00**
9,600 lbs.

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: 90 Days ARO – Subject to Delays

WARRANTY: 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

PASSENGER AND CARGO VANS – 2016 MODEL YEAR
(Statewide)

The following line item has been awarded to all vendors listed above and may be used for the purchase of miscellaneous options/features for the models specified that are not stated herein.

Line Item 050 – Miscellaneous Options/Features

(Shall be used for the purchase of miscellaneous options/features not specified herein (including upcharges for special exterior paint colors; e.g., metallic). Prior to issuing a purchase order, the state agency shall contact the contractor to obtain the price for the option required.)

COOPERATIVE PROCUREMENT DELIVERY

The contractors shall allow other political subdivisions throughout the State of Missouri to purchase off the contract through the Cooperative Procurement Program. The following are the applicable charges to deliver the vehicle to a cooperative procurement entity:

C116024001 – Capitol Chrysler, Dodge, Jeep, Ram

Price per Mile	\$1.50 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$250.00 (per vehicle)

The vehicles will be delivered from Jefferson City, Missouri.

C116024002 – Joe Machens Ford Inc.

Price per Mile	\$1.50 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$200.00 (per vehicle)

The vehicles will be delivered from Columbia, Missouri.

C116024003 – Don Brown Chevrolet

Price per Mile	\$0.90 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$320.00 (per vehicle)

The vehicles will be delivered from St. Louis, Missouri.

****These prices shall not apply to state agencies. They shall apply only to public entities participating in the Cooperative Procurement Program.**

Cooperative Procurement Members Note: The Vehicle Pre-Approval Form does not apply to cooperative procurement members only to State of Missouri agencies.

**PASSENGER AND CARGO VANS - 2016 MODEL YEAR
(STATEWIDE CONTRACT)**

**State of Missouri
Office of Administration
Division of Purchasing
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

Contract No.: _____ **Contractor:** _____

Describe Product Purchased (include Item No's., if available): _____

Rating Scale: 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: _____

Prepared by: _____ **Title:** _____ **Agency:** _____

Phone: _____ **Email:** _____ **Address:** _____

Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:

Office of Administration
Division of Purchasing
301 West High Street, RM 630
PO Box 809
Jefferson City, Missouri 65102

**You may also e-mail form to the buyer as an attachment at
Teri.schulte@oa.mo.gov**